



## MOAA Ark-La-Tex Chapter Board Position Description

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**Title:** The Officer Placement Service (TOPS) Officer & Active Duty Liaison

**Importance of Position:** This program provides professional guidance and support for MOAA members/spouses in job transition from the military to the civilian sector as well as a strong tie to officers who are actively serving including those in the Reserves and National Guard. Also recruits active duty officers for membership in Ark-La-Tex MOAA Chapter. Providing this assistance not only is a great service but helps build Ark-La-Tex MOAA Chapter membership by interesting those in career transition to join the Chapter for its vast networking opportunities.

### **General Expectations:**

- Current member of MOAA and of Ark-La-Tex MOAA Chapter.
- Write a monthly (or as required) article for *The Observer & MOAA Newsletter*.
- Computer access and reasonably computer literate.
- Attend 85%-100% of Board meetings.
- Prepare and submit budget input as needed.

### **Position Qualifications:**

- Knowledgeable of MOAA TOPS program.
- Current or recent active duty experience.
- Have interest in the field of career transition.
- Be somewhat “connected” in the community.
- Still be employed in the community (desirable).
- Be outgoing and personable.
- Excellent oral presentation skills.

**Responsible to:** Chapter President

### **Major Responsibilities:**

- Help MOAA members and spouses transition from the military to civilian careers. Provide advice and counsel throughout the entire career transition cycle, e.g., networking, job market, resumes, interviewing, negotiating, etc.
- Review resumes and provide suggestions for improvement.
- Be a sounding board for those in career transition.
- Represent MOAA and Ark-La-Tex MOAA Chapter by speaking at executive transition assistance program functions sponsored by local military installations.

- Stay informed on local employment opportunities.
- Help transitioning members network in the local community – provide local networking contacts.
- Help recruit transitioning MOAA members for Ark-La-Tex MOAA Chapter.
- Recruit other networkers to help in the TOPS program.
- Work with Ark-La-Tex MOAA Chapter Chair, Membership Recruitment and Retention to devise strategies for recruiting and retaining active duty members
- Execute strategies in concert with Ark-La-Tex MOAA to register and retain active duty military
- Work closely with VP, Programs (1st Vice President) to help develop programs and events that will appeal to active duty officers and their spouses as well as to the remaining Ark-La-Tex MOAA membership.
- Represent Ark-La-Tex MOAA Chapter at civic and JROTC events as requested
- Contact local Reserve and National Guard officers to invite them to join the Chapter and MOAA National.
- Attend monthly Ark-La-Tex MOAA Chapter membership meetings.

### **Training/Preparation:**

Learn appropriate materials/publications from MOAA National regarding TOPS. Stay current on the latest tools and techniques regarding successful career transition skills. Visit local military installations that have career transition programs for officers and tell them about the MOAA and Ark-La-Tex MOAA Chapter TOPS programs.

Meet/coordinate quarterly with Ark-La-Tex MOAA Chapter VP, Membership to assess progress, develop a way ahead for recruiting active duty personnel. Help develop programs to encourage active duty participation in Ark-La-Tex MOAA Chapter sponsored activities. As appropriate, attend civic and other events as an Ark-La-Tex MOAA Chapter representative

**Average Time Commitment:** Minimum of 5 – 10 hours per month.

### **Measures of Success:**

- Number of those who have successfully career transitioned by landing a job.
- Number of MOAA members who have joined Ark-La-Tex MOAA Chapter because of their involvement in TOPS.
- Active membership increased by 10 percent per year
- Substantive increase in active duty participation in MOAA sponsored events
- Chapter receives 4 or 5 Star Level of Excellence award each year
- Complete all action steps, as assigned, in the chapter Strategic Plan.

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**Date Revised:**